

NOTICE OF SPECIAL MEETING

THE STATE OF TEXAS |

CITY OF AUSTIN |

COUNTY OF TRAVIS |

TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF AUSTIN, TEXAS:

NOTICE IS HEREBY GIVEN that a Special Meeting of the City Council of the City of Austin will be held on the 18th day of May, 1954, at the Municipal building, Eighth and Colorado, in Austin, Texas, at 2:00 P.M. for the purpose of discussing the Auditor's report with the Auditor, MR. ALBERT L. WADE.

/s/ Elsie Woosley
City Clerk

/s/ C. A. McAden
Mayor
City of Austin, Texas

ATTEST:

/s/ Elsie Woosley
City Clerk

CONSENT TO MEETING

We, the undersigned, members of the City Council hereby accept service of the foregoing notice, waiving any and all irregularities in such service and such notice, and consent and agree that said City Council shall meet at the time and place therein named, and for the purpose therein stated.

/s/ Emma Long
/s/ Ben White

/s/ T. R. Thompson
/s/ Wesley Pearson

MINUTES OF THE CITY COUNCIL

CITY OF AUSTIN, TEXAS

Special Meeting

May 18, 1954
2:00 P.M.

Council Chamber, City Hall

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The meeting was called to order with Mayor McAden presiding.

Roll Call:

Present: Councilmen Long, Pearson, Thompson, White, Mayor McAden
Absent: None

Present also: W. E. Seaholm, City Manager; W. T. Williams, Jr., City Attorney; C. G. Levander, Director of Public Works.

Councilman White inquired of the possibility of setting up a carpool as recommended by the Auditor in his report on Page LIII. MR. WADE did not know how much such a motorpool would save, but suggested having some cars personally assigned; and others to be requisitioned from a car pool. He suggested a study to cover a listing of each car, who is using it, and the purpose for which it is being used. The City Manager stated to set up a car pool as recommended would mean a central garage, and that would be quite an investment. There is a carpool of the service building; but the others are more or less passenger cars, around the city hall.

MR. WADE listed in his recommendation the setting up for the Administrative procedures. His suggestion covered hiring outside people to make a study and also to set the procedure up of both administrative and accounting procedures.

Councilman Long inquired if the duties of the Director of Finance conformed with those as set out in the Charter. MR. WADE explained that partly they did; but as to certifying availability of funds, this was not yet set up where he could do it ahead of time. Discussion on the purchase orders and emergency purchases was held. The Council discussed with the Auditor and Finance Director the system of keeping up with the inventory. MR. HUFFMAN explained the system and stated the inventory was checked four times a year. MR. WADE stated there was not enough man power to check this more often. He stated it was hard to keep track of the materials at the warehouse, as the storemen did not have control over it, even though there were two yard men to check it.

An explanation of the manner in which the sale of junk was made, in that the Purchasing Agent got bids for a three months period.

Discussion of setting up a central cashier system was held. The City Manager explained his plans that when the building remodeling was accomplished

the central cashier system could be put in. Councilman Thompson asked the Auditor if he recommended making a change now, or waiting until the building was rearranged. MR. WADE replied it would be difficult to do this now, and he would like to do a little thinking on the matter. Councilman Long stated it was his recommendation. The same thing applied to the Hospital. Mr. WADE suggested it would not be wise to make the change now when in six months the change over would be possible. Councilman Thompson asked if what was being done by the administration in the correction of the Auditor's recommendations were O.K., and the Auditor replied "Yes." More details in the accounting were gone into. The Finance Director stated he was in accord with the recommendations, and stated there would be additional personnel needed, and additional working space to carry out the recommendations. The Mayor asked if it were the recommendation of the Auditor that an Auditor should be assigned to the Hospital, and he stated it would not be necessary.

The Director of Finance explained the method used in carrying the old accounts. The City Attorney stated the Council could authorize the Finance Director to transfer them to an inactive account and explained the statutes in this regard. The Council was in agreement to clear up these accounts receivable, and asked that a Resolution be submitted.

Councilman Long mentioned that the Auditor was not allowed to look into the inventories on personal property, as provided in an ordinance passed in 1947. The City Attorney explained this, and gave a history of the passage of the ordinance and that the Council put that provision in to make the reports confidential; that those reports would not be an auditing matter.

A review of the Routes and delinquent utility accounts was made, and explained.

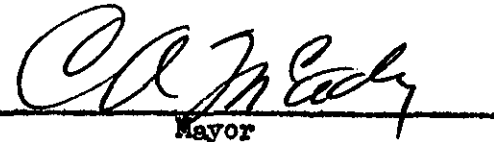
The Auditor recommended consideration of the Council of increasing the staff on the Finance Officer.

The City Manager and Finance Director stated the Auditors had been very helpful and had made themselves available for many discussions and had been very cooperative in helping them.

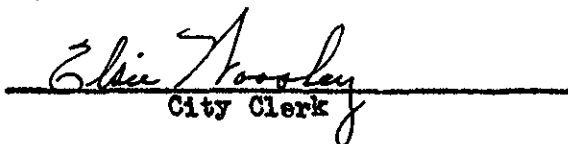
Councilman Pearson inquired if the Auditor felt the Council had discussed and covered the important subjects this afternoon, and he stated that it had.

There being no further business, the Council adjourned at 4:40, subject to the call of the Mayor.

APPROVED


Mayor

ATTEST:


City Clerk